



County of Los Angeles
Department of Auditor-Controller

CAREER OPPORTUNITIES

An Active Equal Opportunity Employer

All positions are open to qualified persons. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation during the application process may contact the ADA Coordinator at (213) 974-8513. Hearing impaired applicants with TDD equipment may leave typewritten messages by calling the County Coordinator for Persons with Disabilities at (213) 974-0911.

Bulletin Number: **050-307**

Bulletin Posted: **January 6, 2006**

ASSISTANT ACCOUNTING SYSTEMS ANALYST

Monthly Salary: \$4,157.27 ~ \$4,633.55

Exam No.: 06-S2646-A

MINIMUM REQUIREMENTS: A Bachelor's Degree from an accredited college or university ¹ including twenty-one (21) semester or thirty-two (32) quarter units of information systems or accounting classes, or a combination of information systems and accounting classes totaling twenty-one (21) semester or thirty-two (32) quarter units.

LICENSE: A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential duties.

PHYSICAL CLASS: "2" – Light: Light physical effort which may include light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

POSITION INFORMATION: Positions allocable to this class are located in the Systems Division of the Department of Auditor-Controller and assist higher level analysts in performing systems analysis in connection with the development, evaluation, and review of large-scale and complex computerized and non-automated fiscal control systems. Work is performed within a limited framework of responsibilities and under close direct supervision of higher level analysts.

ESSENTIAL JOB FUNCTIONS: Incumbents perform the following duties under supervision: assist in developing information system requirements; assist in the design, development, and evaluation of existing automated and non-automated information systems; assist in the design, development, and implementation of technical requirements of automated information systems; assist in testing automated information system applications, including controls; assist in training personnel prior to and during conversion to a new system; assist in performing liaison and coordination functions with Internal Services Department (ISD) technical support; assist in performing and documenting feasibility studies of automating systems; and assist in evaluating existing operations, fiscal controls, and accounting standards.

HOW TO APPLY: Applicants must file the standard County of Los Angeles Employment Application by mail or in person, at the specified location listed below beginning **Monday, January 9, 2006** between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. This examination will remain open until the need of the Department are met and is subject to closure without notice.

Department of Auditor-Controller
Personnel Section
500 West Temple Street, Room 410
Los Angeles, CA 90012

Note: Faxed copies will not be accepted.

The application and bulletin may also be downloaded from the Los Angeles County Department of Human Resources website at: <http://dhr.lacounty.info>.

EXAMINATION INFORMATION: This exam will consist of a qualifying evaluation of education and experience. The candidates with the highest qualifications, as determined by the screening committee, will be invited to an interview, which will be weighted 100%. The interview will be designed to assess knowledge, education, experience, personal fitness, and general ability to perform the duties of the position. All candidates will be required to provide positive identification before being admitted to the interview. This includes a valid driver license or another form of valid identification which clearly shows your photograph and signature.

Candidates must achieve a passing score of 70% or higher in order to be placed on the eligible register.

¹Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services.

ELIGIBLE REGISTER INFORMATION: The names of candidates receiving a passing grade on the examination will be added to the eligible register and, unless appointed, will appear in the order of their score group for a period of at least six months following date of eligibility.

INSTRUCTIONS FOR COMPLETING YOUR APPLICATION: The acceptance of your application will depend on whether you have **clearly** shown that you meet the Minimum Requirements for this position. Although resumes are accepted, they are considered a supplement to the application. **Placing the words “See Resume” or “See Attached” on the application is not acceptable.** Please fill out your application completely and correctly so that you will receive full credit for your related education and experience. In the space provided for college education, include the names and addresses of colleges attended, dates completed, college units earned, degrees earned, and specialized field of study. For each job held, give the name and address of your employer, your **payroll title**, beginning and ending dates, description of work performed and salary information. You may also attach an additional page to your application, if necessary, to describe fully your related education and experience. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process. **In order to receive credit for any college degree noted, or for completion of a certificate program, you must include a photocopy of the diploma or certificate AND copies of your transcripts, with your application.**

RETAKE: NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 6 MONTHS.

VACANCY INFORMATION: The resulting eligible register for this examination will be used to fill multiple vacancies in the Systems Division within the Department of Auditor-Controller.

BENEFIT PACKAGE: The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs, including:

- **Retirement Plan** – The employee may choose either a contributory or non-contributory defined benefit plan.
- **Megaflex Benefit Plan** – The employee may purchase benefits from the Megaflex Cafeteria Benefit Plan using a County contribution of 14.5%-19.0% of his/her monthly salary, depending on retirement plan selected and years of service. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the Megaflex Benefit Plan include medical, dental, disability, life and AD&D insurance; dependent care and health care reimbursement accounts are also available.
- **Savings Plan (401k)** – The employee may participate in an optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's compensation.
- **Deferred Compensation Plan (457)** – The employee may participate in an optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's compensation.
- **Transportation Allowance** - The County of Los Angeles provides employees who work in the Civic Center a \$70/month transportation allowance that may be used towards alternate modes of transportation and/or parking.

SPECIAL INFORMATION:

SOCIAL SECURITY ACT OF 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security Benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1 (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number 1 (800) 325-0778 or contact a local Social Security office.

RECORD OF CONVICTIONS: A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the frequency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

All Department of Auditor-Controller employees are fingerprinted and subject to a criminal background check by the Federal and State Departments of Justice. Appointment to this position is contingent upon passing the background check. Job-related convictions may result in disqualification from Department of Auditor-Controller employment.

VETERANS PREFERENCE CREDIT: Veterans credit of ten (10) points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- (a) during a declared war; or
- (b) during the period April 28, 1952 through July 1, 1955; or
- (c) for more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and October 15, 1976; or
- (d) in a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

Veterans preference credit also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD-214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. If you are unable to provide any documentation at the time of filing, the ten (10) points will be withheld until such time as it is provided.

EMPLOYMENT ELIGIBILITY INFORMATION: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

DISABILITY ACCOMMODATIONS: Applicants who require special testing arrangements such as readers or interpreters must provide seven (7) days advance notice of their disability and required accommodation. The front side of this bulletin lists the telephone numbers to call to make disability accommodation requests. The County will attempt to meet reasonable accommodation requests whenever possible.

LOS ANGELES COUNTY CHILD SUPPORT COMPLIANCE PROGRAM: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

EQUAL EMPLOYMENT OPPORTUNITY: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation or disability.